

From: DPA EIS Helpdesk
Sent: Wednesday, September 18, 2002 10:05 AM
To: ALL DPA Statewide Staff; ALL DPA State Associates; DFYS Eligibility Staff
Subject: School Meal/Certification Notice Reminder

Broadcast to all DPA Staff
from
Systems Operations and the Food Stamp Policy Unit

School Meal/Direct Certification Notice Reminder

In a joint effort with the Department of Education & Early Development, the Division annually sends the School Meal/Direct Certification notice to all families with children ages 5 through 19 who receive Temporary Assistance or Food Stamp benefits.

The notice is mailed to families in August, and sent to families during the school year when they are approved for Temporary Assistance or Food Stamps. EIS automatically issues these notices.

The family completes the notice, brings it to the school, and the children are easily enrolled in the School Meal Program.

At times, families that receive the notice require another copy. You can send a copy by using the *copy notice* function on the NOHS screen.

1. On the NOHS screen, enter *B* in the ACTN field next to the School Meal/Direct Certification notice. <ENTER> You are now on the NOHI screen.
2. Press PF4 COPY NOTICE. You are now on the NOAD screen.
3. Enter the client's name and address in the fields and a *Y* in the MAIL? (Y) field and <ENTER>.

Please Note: The Department of Education & Early Development can only accept the EIS notice in place of a School Meal Program application. Families that do not receive a notice must go through the School Meal Application process at the school. We can assist the family by giving them a copy of the CAP2 screen that shows the children's eligibility for Temporary Assistance and/or Food Stamps.

If you have any questions on the School Meal/Direct Certification process, please contact Joan Chase at Joan_Chase@health.state.ak.us

For system-related questions, please contact the DPA EIS Helpdesk at EISHELP@health.state.ak.us.